

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 11/07/2013		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-14-00036		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		3. EFFECTIVE DATE HPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) R T I International PO BOX 12194 RESEARCH TRIANGLE PARK NC 277092194				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-054 0006			
				10B. DATED (SEE ITEM 13) 05/15/2013			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule Net Increase: \$30,813.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to obligate the last increment of funding in the amount of \$30,813.00 to this task order. This task order is fully funded at a total dollar threshold of \$101,627.00 through its completion date of 31 March 2014.

COR: Rachel Schmeltz

Alt COR: Melissa Weitz

TOPO: RACHEL SCHMELTZ

LIST OF CHANGES:

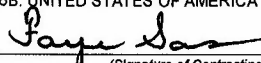
Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$30,813.00

New Total Obligated Amount for this Award: \$101,627.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED 11/07/2013	

CONTINUATION SHEET

REFERENCE NO. OF DC ☐ NT BEING CONTINUED
EP-W-11-054/0006/002PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed: from \$70,814.00 to \$101,627.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$30,813.00 Incremental Funded Amount changed from \$70,814.00 to \$101,627.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-58F7-101A46XQ3-2505---1458FC4516-001 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1458FC4516-001 Amount: \$30,813.00 Payment Address:</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 05/15/2013 to 03/31/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		07/31/2013		PR-OAR-13-01636	
6. ISSUED BY		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
CODE		CODE			

HPOD
US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

PR OAR-14-00036

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X) 9A. AMENDMENT OF SOLICITATION NO.	
R T I International PO BOX 12194 RESEARCH TRIANGLE PARK NC 277092194			
		9B. DATED (SEE ITEM 11)	
		X 10A. MODIFICATION OF CONTRACT/ORDER NO.	
		EP-W-11-054	
		0006	
		10B. DATED (SEE ITEM 13)	
		05/15/2013	
CODE (b)(4)		FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$20,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to obligate another increment of funding in the amount of \$20,000.00 to this task order, with \$30,813.00 remaining to be obligated in order to fully fund this task order at a total dollar threshold of \$101,627.00. Contractor incurred expenses cannot exceed the total obligated amount of \$70,814.00.

COR: Rachel Schmeltz
Alt COR: Melissa Weitz
TOPO: RACHEL SCHMELTZ

LIST OF CHANGES:

Reason for Modification : Funding Only Action
Obligated Amount for this Modification: \$20,000.00
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Faye Sas	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)		Faye Sas (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED	
		07/31/2013	

CONTINUATION SHEET	REFERENCE NO. OF DC <input type="checkbox"/> NT BEING CONTINUED EP-W-11-054/0006/001	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$70,814.00 Incremental Funded Amount changed: from \$50,814.00 to \$70,814.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$20,000.00 Incremental Funded Amount changed from \$50,814.00 to \$70,814.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F7-101A46XQ3-2505---1358FC3709-001 Beginning Fiscal Year 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1358FC3709-001 Quantity: 0 Amount: \$20,000.00 Percent: 19.67981 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 05/15/2013 to 03/31/2014</p>				

ORDER — SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

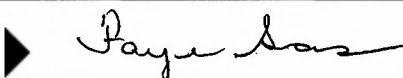
1. DATE OF ORDER 05/15/2013		2. CONTRACT NO. (If any) EP-W-11-054		6. SHIP TO:	
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO. PR-OAR-13-01011		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR R T I International				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS PO BOX 12194				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY RESEARCH TRIANGLE PARK		e. STATE NC	f. ZIP CODE 277092194	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The total estimated cost of the task order entitled, "MSW and Industrial Support for the Greenhouse Gas Reporting Program" is \$101,627.00 with a level of effort of 900 direct labor hours. Incremental funding in Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$0.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$101,627.00		

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 05/15/2013	CONTRACT NO. EP-W-11-054	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>the amount of \$50,814.00 is obligated to this task order, with \$50,813.00 remaining to be obligated in order to fully fund this task order. Contractor incurred expenses cannot exceed the obligated amount of \$50,814.00.</p> <p>COR: Rachel Schmeltz Alt COR: Melissa Weitz TOPO: RACHEL SCHMELTZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-B-58F7-101A46XQ3-2505---1358FC3620-001 BFY: 13 EFY: 14 Fund: B Budget Org: 58F7 Program (PRC): 101A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1358FC3620-001 Period of Performance: 05/15/2013 to 03/31/2014</p> <p>This work is a follow-on to Task Order 002 which provided support for implementation of the MSW and industrial landfills subparts (Subparts HH and TT respectively) of the Greenhouse Gas Reporting Program (GHGRP), as well as support for regulatory revisions for these subparts. This follow-on task order aims to provide continued support for both of these areas including verification of all GHGRP reports submitted in 2013 and finalization of regulatory revisions for subparts HH and TT under RTI contract EP-W-11-054.</p> <p>The obligated amount of award: \$50,814.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

STATEMENT OF WORK

Title: MSW and Industrial Landfill Support for the Greenhouse Gas Reporting Program

Contractor and Contract #: RTI
Contract #EP-W-11-054

Task Order #: TBD

Estimated Level of Effort: 900 Hours

EPA Key Personnel: Rachel Schmeltz
Melissa Weitz

Task Order Project Officer (TOPO): Rachel Schmeltz
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (6207J)
Washington, DC 20460
Phone: 202 343-9124
Fax: 202 343-2359
Email: schmeltz.rachel@epa.gov

Alternate TOPO: Melissa Weitz
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (6207J)
Washington, DC 20460
Phone: 202-343-9798
Fax: 202 343-2359
Email: weitz.melissa@epa.gov

Contracting Officer: Faye Sas
U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (3803R)
Washington, DC 20460
Phone: (202) 564-2669
Fax: (202) 565-2554
Email: sas.faye@epa.gov

I. BACKGROUND

In 2008, EPA was charged with developing and publishing a rule to require mandatory reporting of greenhouse gas emissions in all sectors of the economy. In October of 2009 such a rule was published establishing the Greenhouse Gas Reporting Program (GHGRP) and covering 31 source categories, including municipal solid waste (MSW) landfills among others. In June of 2010, an additional rule was signed by the Administrator adding 4 more source categories to the GHGRP, including industrial waste landfills, among others. The Greenhouse Gas Reporting Branch (GGRB) of the Climate Change Division (CCD) of the Office of Atmospheric Programs (OAP) is responsible for implementing all rules related to GHG reporting and verifying the data received from covered facilities.

This current Task Order is to support the TOPO in continuing the work of developing the infrastructure of the GHGRP, verifying data received, and otherwise supporting rule development and implementation. It is particularly focused on MSW landfills and industrial waste landfills – subparts HH and TT, respectively.

II. TASKS AND DELIVERABLES

Task 1: Project Management

The Contractor shall provide project management under this Task, and shall submit a Monthly Status Report to EPA's Task Order Project Officer (TOPO) and Contracting Officer (CO) in accordance with the Project Reporting section below. During the Period of Performance, the Contractor shall immediately inform the TOPO and CO by telephone and/or email of any problems that may impede performance along with any corrective actions needed by the EPA or the Contractor to solve the problem.

Deliverables and Schedule under Task 1:

Deliverable	Due Date
Monthly Status Report	By 10th business day each month

Task 2: MSW Landfills

Under this Task, the Contractor shall provide support to EPA in revising, as needed, the GHGRP infrastructure for MSW landfills, subpart HH, as well as responding to public questions and requests for clarification on the rule text, and providing additional outreach and training materials as needed. In addition, the Contractor shall support the evaluation and verification of all data received under subpart HH. The following activities are anticipated:

- 1) Continuing to respond to hotline questions
- 2) As needed, develop new or revise existing FAQs

- 3) Assist in revising and testing the data system module for current and subsequent reporting years
- 4) Assist in revising verification plan as needed for current and subsequent reporting years
- 5) Review all reports received that contain subpart HH data and verify the accuracy and completeness of that data to the extent possible
- 6) Revise training materials to reflect lessons learned and any amendments to subpart HH, once they are final
- 7) Conduct analyses on single and multi-year (trend) subpart HH data to establish a knowledge base of MSW landfills including landfill characteristics, GHG generation and emissions, and other data

In addition, the Contractor shall provide support to develop preamble and rule text and other supporting documentation for final technical corrections to subpart HH including responding to comments on the proposed amendments to this subpart.

Deliverables and Schedule under Task 2:

Deliverable	Due Date
Draft response to hotline question	Two days after receipt
Review of data system module	One week after technical direction
Draft FAQ or other training materials	One week after technical direction
Review draft verification plan	One week after technical direction
Draft responses to comments on HH amendments	One week after technical direction
Draft final regulatory text and preamble	One week after technical direction
Review and verify data received via GHGRP	Four to six weeks after technical direction
Analyze data received via GHGRP	Two weeks after technical direction

Task 3: Industrial Waste Landfills

Under this Task, the Contractor shall provide support to EPA in furthering the developing of the GHGRP infrastructure for industrial waste landfills, subpart TT, as well as responding to public questions and requests for clarification on the rule text, and providing additional outreach and training materials as needed. In addition, the Contractor shall support the evaluation and verification of all data received under subpart TT. The following activities are anticipated:

- 1) Continuing to respond to hotline questions
- 2) As needed, develop new or revise existing FAQs
- 3) Assist in revising and testing the data system module for current and subsequent reporting years
- 4) Assist in revising verification plan as needed for current and subsequent reporting years

- 5) Review all reports received that contain subpart TT data and verify the accuracy and completeness of that data to the extent possible
- 6) Revise training materials to reflect lessons learned and any amendments to subpart TT once they are final
- 7) Conduct analyses on single and multi-year (trend) subpart TT data to establish a knowledge base of industrial waste landfills including landfill characteristics, GHG generation and emissions, and other data

In addition, the Contractor shall provide support to develop preamble and rule text and other supporting documentation for final technical corrections to subpart TT including responding to comments on the proposed amendments to this subpart.

Deliverables and Schedule under Task 3:

Deliverable	Due Date
Draft response to hotline question	Two days after receipt
Assist in revising and testing data system module	One week after technical direction
Draft new or revised FAQs or other training materials	One week after technical direction
Draft revised verification plan	One week after technical direction
Draft final regulatory text and preamble	Two weeks after technical direction
Review and verify data received via GHGRP	Four to six weeks after technical direction
Analyze data received via GHGRP	Two weeks after technical direction

Task 4: Quick Turn-Around

The Contractor shall provide expert support to the TOPO and respond to requests for presentation materials, technical briefings, comment-response documents and specific analyses related to GHG emissions from landfills as reported under the GHGRP, often needed on a quick turn-around basis. This task has been provided in recognition of the fact that additional questions and issues may need to be addressed as the rule is implemented and subsequently revised.

Deliverables and Schedule under Task 4:

Deliverable	Due Date
No work should be undertaken or travel initiated under this Task until receipt of a TD from the TOPO.	Due dates for any deliverables will be outlined in the TD.

III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports that shall include, at a minimum, the following information for each of the above tasks and a summary of all tasks:

- Activities of the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities of the next month – a review of the work planned to be done to meet task requirements.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the month, and cumulative total to date. Hours expended must be identified by individual and labor category.
- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date.

Distribution of Deliverables

All deliverables including status reports between the Contractor and the Government shall be delivered as:

- One copy in paper or electronic format to the EPA TOPO and EPA Contracting Officer.
- The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, Excel, etc. as appropriate) via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of EPA TOPO.

The EPA TOPO will review deliverables for technical content, completeness, and grammar. Final acceptance of all deliverables will be performed by the EPA TOPO or other individual(s) designated as subject matter technical expert(s) by the EPA TOPO.

IV. PERIOD OF PERFORMANCE

The period of performance is from ASAP through March 31, 2014.